



Request Received by Public Records Officer	Date _____	Time _____	
In Person <input type="checkbox"/>	eMail <input type="checkbox"/>	Mail <input type="checkbox"/>	Fax <input type="checkbox"/>

Petition for internal review must be submitted in writing to the Public Records Officer within 90 days of issuance of Public Records Officer's decision. Petition for external review must be submitted in writing to the Public Records Officer within 30 days of issuance of the court's internal review decision. External review may only be requested after completion of an internal review.

Requester Name _____

Address _____

Phone _____ Fax _____ E-mail _____

Description of Record(s) to be Reviewed: Please provide the tracking number and a brief description of the records for which you are requesting review. Provide the reason that you believe that a review is necessary including which record or information you believe was redacted and/or withheld in error.

Type of review requested? Internal External .

If requesting an external review, has an internal review been completed? Yes No . Date: _____

Request to be submitted to:

Snohomish County District Court	Fax:	
Public Records Officer 20520 68th Ave W.	425-388-3411	Email:
Lynnwood, WA 98036	x6999	SDC-PubDisclosure@snoco.org

Approval for Review of Administrative Records:

Request forwarded to: _____ Date: _____

Forwarded by: _____ Phone: _____

Response Provided to Requester: Date _____ Time _____